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Vocations for business and professional women

New York

1919

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Vocations for Business and Professional Women

Box 244

Compiled by
THE BUREAU OF VOCATIONAL INFORMATION
2 West 43rd Street, New York City

Published by
The Bureau of Vocational Information
in cooperation with
The National Board of the
Young Womens Christian Associations
May, 1919

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BULLETIN NUMBER ONE

Gift of
A E Tern
8-28-29

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Dec. 17, 1929 DA/HEC

The information concerning vocational opportunities for business and professional women contained in the following pages is based upon the experience of the Intercollegiate Bureau of Occupations in placing trained workers, supplemented by the findings of the Department of Information of the Bureau, and now brought up to date and verified by the newly organized Bureau of Vocational Information which has inherited the functions of that department.

Marked changes and rapid developments occurred in certain types of work for women while this country was engaged in the war. No one is able to estimate the extent to which these developments might have progressed if the war had continued, or the extent to which they would prove permanent. It is an established fact, however, that women were successful in most of the types of work into which they were called by the exigencies of the war. No mention is made in this pamphlet of the types of positions held by women during the war in which the need for them or the opportunities for them were of a purely temporary nature. The attempt is made to discuss those occupations in which women have made a definite and permanent place for themselves and in which younger women, the workers of the future, may expect to find fields for service.

The teaching profession has been omitted for the reason that most requests for vocational information are directed toward the non-academic vocations and neither the Intercollegiate Bureau of Occupations nor so far the Bureau of Vocational Information has conducted investigations into the opportunities in the many subdivisions of the teaching profession. The several sections dealing with opportunities, requirements, salaries, etc., in the various vocations listed in this bulletin have in most instances been submitted for comments and suggestions to experts in their respective fields and the complete bulletin carries their endorsement.

It is hoped that the pamphlet will prove especially helpful to young women in the colleges who are looking for help and guidance in formulating plans for their future work. The only guarantee of the advancement of women beyond routine tasks and subordinate positions is the "long plan" including as its most important elements a thorough preparation for the work and a professional attitude toward it. Inadequate training and a casual attitude toward it on the part of many women workers account for most of the long lamented "closed doors." If the work is suitable for women in general and for the individual woman in particular, if her training is thorough and her interests genuine, the real bars to her success have been removed.

EMMA P. HIRTH, DIRECTOR.

MARY L. BUSH, CHAIRMAN, BOARD OF MANAGERS.

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ACTUARIAL WORK

Actuarial work, a specialized type of applied mathematics, which is carried on in insurance companies, mutual benefit societies and in certain departments of the Federal Government, is a field which has not yet attracted women in any numbers. The opportunities are great both in number and in prospects but the preparation is long and arduous. It takes approximately five years to complete the full training, by which the student, after passing successfully a series of six examinations, is entitled to fellowship in the Actuarial Society of America,—the society which sets the standards of this profession. The published report of the Educational Committee of the Actuarial Society of America contains a full syllabus of the examinations and should be read carefully by any student considering specialization in this type of mathematical work.

Young women who have majored in mathematics are accepted in the actuarial departments of insurance companies as mathematical clerks at $72 a month. The work requires extreme care and accuracy. At the end of six months the successful clerks are advanced to $90, and at the end of the year to approximately $110. The advance beyond this is slow until the final examination is passed, usually at the end of the fifth year, when the young actuary may expect to receive $2500 to $3000 a year. In some Government departments it is possible to earn $2500 to $3500 after three years of experience in actuarial work in addition to four years of college mathematics.

It is to be noted that in few other types of work can an equal earning capacity be reached in the same length of time and that it is possible for the young actuary-in-training to be self-supporting from the beginning if she is prepared to study at night. The real test of a girl's desire to advance to the top in this profession usually comes at the end of the third year of actuarial training when she is likely to reach a period of discouragement with the slow monetary advance and finds it difficult to resist the $1800 salaries offered in other offices to women with her experience.

The academic work required to pass the examinations entitling the student to full fellowship in the Actuarial Society must all be done outside the regular daily work in the actuarial department. The hours in insurance companies are not short and the necessity of spending several hours every evening for at least half the year in preparation for a remote reward involves a greater sacrifice than the average young mathematician is willing to make. The reason that so few women have progressed far in this field is traceable to this fact rather than to lack of real ability. Achievement is founded upon a thoroughly professional interest and hard work.

ADVERTISING

Positions in the advertising field are of many sorts. They include advertising management, office management, copywriting, research and statistical work, proofreading, designing, soliciting and clerical work of every variety. All or most of these types of work are to be found in the advertising agencies; some of them, also, in publishing houses, merchandise shops and factories. Since promotion to administrative positions is usually from within the

organization, beginners must be satisfied with an apprentice position or must use as an opening wedge definite training in such lines as proofreading, stenography, statistics. It is sometimes possible to secure a position by submitting an idea to an advertising agency or copy to a business house whose publicity needs have been carefully analyzed, but this is a less common mode of entrance. Beginning positions pay from $15 to $20 a week. The general qualifications necessary for success in the advertising field are:

Commercial interest.

A large fund of general information.

Newspaper or some equivalent experience which gives a "sense of the public."

Understanding of human nature and training in psychology.

Analytical business ability of a high type.

The selling instinct.

In addition to these, some knowledge of the art and technique of printing and design would be helpful.

Types of Positions.

1. The advertising manager must know advertising conditions, general merchandise and manufacturing conditions; must study the markets and understand the fundamental principles of salesmanship. She is responsible for placing contracts, for advertising campaigns, for everything which goes out in print in the name of the agency, shop or corporation. She must cooperate effectively and tactfully with a variety of people,—general managers, salesmanagers, outside organizations, etc. Salaries run high but the number of positions of this sort for which women are considered qualified is still small, even though women have demonstrated their ability to handle successfully large problems in the advertising field. The assistant advertising manager usually has charge of house organs in corporations, of developing advertising ideas in agencies and supervising copy. Salaries range as high as $10,000 and higher.

2. The office manager in this field requires a first hand knowledge of copywriting combined with a thorough understanding of the technique and varied detail of the advertising business, ability to plan the work of others, and frequently, also, skill in selecting and training suitable assistants. Salaries, $1500 to $2500 or $3000.

3. The copywriter must have imagination, enthusiasm, originality, the ability to write clear, forceful, concise English and to write with considerable facility. Opportunities are increasing rapidly in the copy departments of manufacturing and other firms. Copywriters receive from $25 to $75 a week.

4. The research and statistical workers must study markets and trade conditions in various parts of the country, the amount of business done in each season in each line in which the agency or firm is interested, the amount of advertising space used, and comparative rates. Salaries range from $1200 or $1500 to several thousands for heads of these departments.

5. The head checking clerk in an advertising agency, with a staff of routine clerical workers, reviews every magazine which carries the advertisements placed by the agency and keeps track of the fulfillment of contracts. Such work usually pays better than work in other clerical departments.

6. Advertising illustrators and photographers, as sign and poster painters, are sometimes employed on salary, especially in department stores. As a rule the art work of a general advertising agency is sent to an agency which specializes in commercial art work or to individual artists. A few women are successful as window decorators.

7. Women advertising solicitors are still few in number. They must be possessed with an unusual degree of initiative, persistence, and must have a knowledge of trade conditions, such as can be gained by following the trade journals. Solicitors connected with small publications or agencies must usually work on a commission basis. Large publications pay salaries and a commission on business secured above the amount which justifies the salary.

A few successful women in the advertising field are known to be receiving $4000 or $5000 a year and occasionally reports are heard of women who command $10,000 or even $25,000 a year. Although in a few such instances women are receiving higher salaries than in most other lines of work which are open to them, the average worker seldom earns more than $30 to $35 per week. Advertising is coming to be a highly specialized profession and the increase in the number of openings is very great. The beginner must realize that as a profession it is not primarily concerned with English or art, but with merchandise. Advertising demands leadership to a striking degree. The successful person needs to be a growing person, adaptable, alert, aggressive, always creative.

AGRICULTURE

Women are increasingly successful in most types of agricultural work and during the past two years the need for their services in various capacities in farming, gardening and allied agricultural pursuits has been greatly stimulated. The salaried workers in this field include:

Farm managers, superintendents and assistants. Managers and superintendents are responsible for the entire supervision of the farm, for planning the work of each day, seeing that implements are in repair, buying supplies to the best advantage, and finding suitable markets. Business ability is quite as essential as agricultural training. Salaries range from $1200 to $2000 a year, sometimes higher, and living is, of course, included. The number of women holding these managerial positions in private employ is still comparatively small but the opportunities are slowly increasing. There is a steady demand for mature women as farm managers in institutions, especially in institutions for delinquent women, and in farm industrial colonies, but the salaries are seldom higher than $1200 a year and living. The work requires women who have a knowledge of modern methods of general farming, often including dairy work, and who possess also real social vision, a clear understanding of the vocational, educational and social value of farm work, and the ability to supervise groups of unskilled workers. On some farms and estates trained women are employed as managers of certain branches of the work, as the vegetable gardens, greenhouses, poultry, and the number of these openings is increasing. Salaries, $25 to $75 a month and living.

The development of the work of the Woman's Land Army has increased enormously the opportunities for young women to work on farms during the summer months at a stipend of $15 a month in addition to living expenses.

Training for these branches of agriculture is offered in the agricultural colleges and in special schools of horticulture, dairying and gardening.

School garden supervisors. This includes supervising all the work such as planting and general agriculture done in children's school and farm gardens; frequently also teaching domestic science, basketry, sewing and elementary carpentry, and organizing and supervising home gardens and home garden clubs. Where this work is connected with a city school system, its object is recreational as well as educational. Since the work is seasonal it is often done by women who combine with it the teaching of nature study during the remaining months of the year. Well trained, well informed school garden supervisors are scarce. Salaries range from $1000 or $1200 to $2000 a year. For seasonal work women usually receive about $3.00 a day.

Organizers and instructors or agents in agricultural extension work. This work is carried on under the States Relations Service of the U. S. Department of Agriculture, provided for by Act of Congress, May, 1914. It includes (a) practical instruction in agriculture through field demonstrations, publications, speeches, meetings, and (b) the development of women's rural organizations, also boys' and girls' clubs, and is carried on usually in cooperation with the state agricultural colleges. In addition to the extension work which is developed under the States Relations Service, other branches of the Department of Agriculture, such as the Bureau of Plant Industry, Bureau of Animal Industry, the Office of Markets and Rural Organization and the Office of Farm Management, also offer opportunities for agricultural extension workers. Specialists in various branches of agriculture such as entomologists, agronomists, pathologists, specialists in horticulture, dairy work, etc., are needed from time to time both in connection with the Department of Agriculture and the State Agricultural Colleges. Salaries average about $1200 for agents. In some states they are as low as $720, and occasionally they are found as high as $3500. Experts on special commissions receive salaries in proportion to the value of their special contributions.

The woman who owns and manages her own farm is becoming an increasingly valuable asset in this country. Those who have been pioneers in this field, show no hesitation in urging women who care about out-of-door life to try farming. To be sure, many of them consider experience and capital indispensable; some also urge definite training in an agricultural college or school of horticulture. The lines of agriculture in which women are most successful are bee raising, poultry farming, truck gardening, fruit growing, horticulture, particularly with limited specialties, cattle breeding and raising, dairy farming. Many women fail in farming because they neglect the marketing side of their enterprise. The successful farmer must be a good business woman as well as a good agriculturist. She must in addition have the ability to manage people. Few women have made fortunes; many, a bare living. An income of $1000 to $1500 a year in addition to living is as much as the average woman expects to gain. On the other hand, those who are enthusiastic about their farms urge other important advantages, such as absolute independence, wholesome and comfortable living with out-of-door occupation, varied activities and eventually, an adequate income.

ART

Achievement in the fine arts is so largely a matter of unusual native talent in combination with prolonged training and foreign study that there is no need for vocational information on the subject in a pamphlet such as this.

Artists who are willing to apply their talents and training to industrial art fields are finding an eager market for their services. They are successful as designers of textiles, wall paper, jewelry, furniture, embroidery; as advertising artists, mechanical and scientific draftsmen, as illustrators, and as craftsmen. Teachers of art are required in schools and colleges and some women have been able to combine art teaching with creative art work of some sort. It is difficult to give an adequate idea of the salaries which artists are earning in applied or industrial arts. The beginning salaries are usually low, $12 to $20 a week, but illustrators and designers who have made a name for themselves are paid generously for their work. Success in this field, as in most others, is the result of hard work, patience and perseverance, added to native ability.

Women with training in mechanical, electrical, architectural and structural steel drafting have recently rendered valuable service to private corporations working on Government contracts and to certain departments of the Federal Government including the Bureaus of Ordnance, of Yards and Docks, of Steam Engineering, and the Geological Survey. Craftsmen are doing important work in schools, hospitals and sanatoria, especially in connection with the treatment of nervous disorders, and to a limited extent with the rehabilitation of disabled and handicapped men.

BANKING AND FINANCE

In the past women have held few executive positions in banks and investment houses. They have been found in salaried positions as bookkeepers, stenographers and secretaries, translators, file clerks, cataloguers and general clerks, at salaries ranging up to $1500 a year. Some are holding positions as managers of stenographic departments. Average salary, $1500. In a few exceptional cases women who have entered the banking world as librarians, file clerks and statisticians have risen to places of prominence and influence.

The file and library departments offer women their best opportunities to learn the stock in trade of banking institutions. Such departments usually serve as information bureaus where records of the corporation, railroad and government reports, newspaper clippings, reports of public utilities corporations, financial magazines and other documents of interest to the company are kept and consulted. Through familiarity with such a variety of material the librarian can gain a thorough grasp of the details of the business. She is often able to save the time of important members of the firm by looking up and submitting valuable data on subjects which are of special interest to them. Few women receive more than $2500 in these positions and the majority of them not more than $1800. Women bookkeepers have in a few instances become assistant treasurers of small banks, and occasionally through their experience in handling books of account they have advanced into managerial positions involving supervision of trust funds and estates. Statisticians compile, check and tabulate important data and in certain banks and investment houses they are responsible for compiling and pre-

paring the circulars. Salaries, $1200 to $2400 a year; in a few instances, much higher.

During the past few years women's departments have been developed in some of the larger banks and women are employed as supervisors or managers in charge, occasionally as advisors with no executive responsibility. The number of such positions is slowly increasing but is still more limited than is generally supposed. Salaries are unstandardized but instances are known where women are receiving $1800, $2000 and $2500 a year.

Bond saleswomen are becoming more and more successful and the few pioneers in this field have opened an interesting and profitable type of work for women. Most women earn little more than a bare living wage in their first year of bond selling. The bank usually guarantees a small drawing account for the first year but the young saleswoman is expected to return to the corporation before the end of the year the amount which she has drawn out. If her earnings from commissions do not cover the amount of her drawings, she will need to think seriously of her future as a bond saleswoman. Those who are successful in this line of work are enthusiastic about its financial prospects. It is impossible to give definite figures as to the earning capacity of women but four thousand dollars a year is not unheard of for a woman who has been in the field for three or four years. Financially it promises women far more than other types of bank positions.

BOOKKEEPING AND ACCOUNTING

Bookkeepers are required in most business offices and in large organizations which handle money. The work requires great accuracy, patience, love of detail and aptitude for figures and does not appeal to many college women because it appears to them to offer little opportunity for initiative and originality. As a matter of fact, probably no one in a general office has a better opportunity to become thoroughly conversant with the business than does the bookkeeper and frequently she has the opportunity to advance to the position of office manager. There is no reason why the position of bookkeeper should be more routine than that of the secretary which is so eagerly sought. It frequently comes to mean supervisory work rather than constant ledger work. There is an unlimited demand for good bookkeepers and the salaries compare favorably with those in secretarial work, the initial compensation ranging from $18 to $25 a week, the expert receiving up to $2000 and sometimes more.

Bookkeepers who possess unusual initiative and who are willing to take further training may advance into expert accounting, cost accounting and auditing. Accountants must have good reasoning power, constructive ability, accuracy, a large "figure sense," a fair amount of executive ability and unlimited power of concentration. Knowledge of four specialized subjects is required for expert accountancy: theory of accounts, practical accounting, auditing and commercial law. To a person who possesses the necessary qualities and training, the work is interesting. It is fairly varied and very well paid. Women receive the same salaries as men—junior accountants receiving from $1000 to $1800, senior accountants, $2000 to $3500 or more, exclusive of compensation which is allowed for overtime work. In independent practice the usual charge is from $10 to $20 a day for the work of juniors and at least $25 a day for that of seniors, with such additional charge as the nature of the work and the standing of the accountant may justify.

To become a Certified Public Accountant, one must pass certain state examinations, as the result of which the candidate secures both the degree and the license to practice public accounting. Women are successful both as accountants for corporations and in independent practice, installing accounting and other business systems in large business houses.

BUSINESS POSITIONS

Clerical and Administrative.

The interesting and varied opportunities for women in business are difficult to classify.

It is an everyday occurrence for young college men to enter business houses at very low salaries for the purpose of learning the whole structure of the business, in the hope of advancing gradually to positions of responsibility. If young women could be persuaded to take a longer view of their work and to prepare themselves step by step for excellent positions in the future, instead of demanding large immediate returns regardless of the possibilities of promotion, they would have less cause to complain of "blind alley" occupations. They must claim no special treatment or concessions on account of sex and must expect to measure up to a high standard of work. A useful tool such as stenography, typewriting, bookkeeping, filing, is often a helpful entering wedge.

The demand for accurate, conscientious clerks is almost unlimited and although it does not necessarily follow, it frequently happens that a girl advances to a position of responsibility through successful clerical work. This is especially true in the newer fields of work. Beginning salaries seldom exceed $12 to $15 a week, but many of the best administrative positions may be secured only through promotion from the ranks. Too many women with executive ability expect to secure these administrative positions without the intimate knowledge of detail which can only be acquired through performance of routine tasks within the business itself.

Women are today holding a variety of important positions in the business world. They are to be found as general managers, heads of departments, file experts, employment managers, executives in charge of groups of girls, educational directors, buyers, forewomen. It is impossible to make a definite statement concerning their salaries. They range all the way from twelve hundred to thousands of dollars a year. In general it may be said that the salaries in business average higher than in most other lines. The failure of many women to advance far in business is traceable to the fact that they are not primarily interested in the business with which they have allied themselves and progress into responsible work in the specialized field automatically becomes closed to them. If they would study the special business in all its aspects as carefully and as thoroughly as they would a profession, the number of successful women in business would be enormously increased.

CIVIL SERVICE

A vast number of openings for women is to be found in the federal and state service and in the employ of nearly all the large municipalities. The number of these openings is steadily increasing. It is needless to explain that appointments in the Civil Service are usually secured through successful

examinations and that the number of exempt positions open to women is comparatively small.

Openings under Civil Service offer certain advantages not found in the service of private employers. The most conspicuous advantage is the guarantee of permanence so long as the work is done satisfactorily. Salaries are as high as those offered for similar work in private employ and sometimes higher, and the Civil Service employe has the satisfaction which comes from working with a public organization for the public good.

It is impossible to give here a complete list of positions open to women in the federal, state and municipal service. In general, the types of workers for whom federal examinations are most often scheduled include stenographers, secretaries, typists, clerks, editorial writers, librarians, scientists, statisticians, draftswomen, and other workers with special or technical training. In the several bureaus of the Federal Department of Agriculture, including the Bureaus of Chemistry, Animal Industry, Plant Industry, the Bureau of Soils and the States Relations Service, there are excellent openings for bacteriologists, biologists, chemists, entomologists, physicists and experts in domestic science and agriculture.

In most states there are positions in public institutions for matrons, nurses, physicians, psychologists, instructors and investigators; in departments of health for inspectors, statisticians, physicians and scientists.

The municipal civil service list in large cities duplicates many of the positions just mentioned and includes, besides, playground workers in departments of parks, special investigators in departments of charities, school nurses in departments of health, etc. A pamphlet containing detailed information concerning opportunities in the Municipal Civil Service of the City of New York has been compiled by the Intercollegiate Bureau of Occupations and may be obtained from the Bureau of Vocational Information.

Full information regarding openings in the Civil Service may be secured from the following sources:

Municipal—at the city hall or municipal building.

State—from the state capitols in the several states.

Federal—from the United States Civil Service Commission, Washington, D. C. or district headquarters.

The announcements of examinations are posted in all first class post offices.

HOME ECONOMICS

Dietetics. Dietetics is now recognized as a highly specialized profession. Positions exist in hospitals, clubs, schools and many other institutions, both public and private. Neither salaries nor duties have been definitely standardized in this field and the lack of standardization may account to some extent for the relative scarcity of good dietitians. Except in schools the hours of work are long, beginning usually at 5:30 to 7:30 in the morning and ending at 6 to 9 in the evening, with three free hours during the day. In small institutions the dietitian not only has charge of the diet kitchen but also prepares the menus, buys food and supplies and sometimes hires and supervises the kitchen employees. More specialized workers devote most of their time to research study in food economics and nutrition.

The necessity for special training is peremptory in this field. A woman who supplements her academic courses with thorough training in dietetics in one of the standard home economics training schools will find herself in demand at a beginning salary of $60 per month and maintenance, and when experience is gained she can command as much as $200 and maintenance.

Extension work in home economics is increasing rapidly and the demand far exceeds the supply of properly qualified women. The work is carried on chiefly under the States Relations Service of the Department of Agriculture in cooperation with the State Universities. Attractive openings are available for women who have the foundation training in the science of food and who are resourceful in adapting the subject of home economics to rural and small village conditions. The work requires women who can demonstrate food preparation and conservation, who can speak easily before groups of rural women and who understand country home problems. Tact, resourcefulness, pleasing personality, teaching instinct and organizing ability are essential for success. County agents in this field are also expected to organize canning, poultry and gardening clubs for girls and home demonstration clubs for women.

The salaries range from $700 to $2500 a year and traveling expenses when away from headquarters. The length of the working week and year varies from three to six days in the week and from six to twelve months in the year according to the specific needs of the county or district. In most states we find a woman who has charge of the general home economics extension work for the state and who is also the leader and supervisor of the county and other local agents. State leaders receive as high as $3500 a year.

In the states in which generous appropriations have been made for this work, the standards are high and women selected for extension work must have college degrees in home economics. In some instances those with normal school training or less than four years of college work are accepted if they offer unusual equipment in personality or general ability.

Institutional Management. The positions of superintendents and housekeepers in clubs, hotels, private schools, sanatoria, etc., call for technical training in domestic science and administrative ability of high order. College women are often preferred for these openings but few have the necessary training. Women with experience in their own homes and with practical sense frequently apply for such opportunities but, while their equipment serves as an excellent foundation, it is insufficient unless supplemented by special training in the required subjects. The duties include catering for large numbers, scientific buying and the management of a staff of servants. Salaries range from $50 to $150 a month and living. Administrative positions in small institutions and schools sometimes offer lower salaries, $30 to $40 a month and living, and are used by women with technical training and no experience as preparation for larger responsibility later.

Matrons and housemothers in institutions and schools fill on a smaller scale the functions of the superintendent or housekeeper. They are usually women without special administrative or scientific training. Sometimes they are women with a background in social work or in teaching. Their positions usually emphasize the social rather than the scientific attitude and the salary range is lower than for the administrative positions which require definite technical training.

Research work in home economics affords interesting opportunities for original work. Women in the Bureau of Chemistry of the Federal Department of Agriculture are making extensive investigations of cold storage and refrigeration. Experiments are carried on in many of the State Universities and in nutrition laboratories. Research laboratories have been established in connection with commercial establishments, and in a few instances with magazines and newspapers. Women with established reputations in the home economics field are usually sought for the highly paid research positions but there are positions paying $1000 to $1200 a year for young women with training who are seeking practical experience in research work.

Restaurant, Tea room and Cafeteria Management. Independent ownership of restaurants and tea rooms is the goal of most women who enter this field. Young women sometimes take assistants' positions in restaurants and tea rooms at small salaries (in some cases as low as $30 to $50 a month) for the purpose of learning the business from the bottom but training in domestic science and in management is essential for ultimate success. Some women have established lunch and tea rooms in the business sections of large cities with great success. Such ventures naturally require keen business sense and executive ability in addition to a thorough foundation in the buying and preparation of foods.

The development of the cafeteria movement throughout the country especially in connection with the Young Women's Christian Associations has created a striking demand for women qualified in scientific quantity feeding and in quantity purchasing and storing. Salaries for cafeteria managers are sometimes as high as $2500.

Department stores, factories, and large business corporations are opening employees' lunch rooms, for the management of which trained women are needed. The salaries are good. School lunch rooms are rapidly being recognized as an essential part of the school plant and the managerial positions are frequently combined with the teaching of domestic science. Community and neighborhood cooked food services are adding to the incessant demand for women trained in domestic science. This field is still new but is growing in the large cities, and women in all parts of the country are looking into the possibilities in such work.

Teaching. The demand for teachers of home economics is increasing rapidly, and has been greatly stimulated during the past few years by the passage of the Smith-Lever Act. They are needed in public and private elementary and secondary schools, in vocational or trade schools, in normal schools and colleges, in settlements, in the Young Women's Christian Assotions and in all types of institutions for women. They are required by an increasing number of social organizations, such as charity organization societies, visiting nurses' associations and other organizations concerned with improving living conditions. Their function as visiting housekeepers for these agencies is to assist in raising the standards of living in the families to which they are sent by teaching suitable buying, practical cooking, planning simple diets, and establishing standards of cleanliness.

Work in Textiles. For women who have specialized in textiles there are interesting positions both in teaching and in other fields. The Bureau of Standards, U. S. Department of Commerce, and a limited number of manufacturing establishments employ women as fabric testers and analysts and

as dye chemists. Textile specialists are found also in a few large department stores in the research laboratories and as teachers of salesmanship and educational secretaries.

For a few pioneers there is a field in cooperative buying; for a few specialists, in consulting service as to method and equipment and in work with special commissions. There is a limited but growing opportunity in food inspecting for women with a thorough training in the chemistry of foods and bacteriology and an understanding of the problems relating to storage and distribution, forms of labeling and misbranding, etc.

Factories manufacturing food products are demanding women with home economics training for positions in the advertising departments. A few such women are holding the top positions in these departments at excellent salaries. The future promises more and more positions of this variety to women with suitable training.

INSURANCE

The best opportunities for women in insurance are to be found in life underwriting companies. Only the routine work in marine and fire insurance organizations is at present offered to women. Compensation insurance promises more openings for women in the future than are to be found now in that branch of insurance work.

Positions in life insurance companies include those in the actuarial department (see Actuarial Work), clerical, stenographic or secretarial, a limited number of executive positions and openings for saleswomen or agents. A few of the large insurance companies have opened women's departments in charge of women. The administrative heads of these departments are women who have begun at the bottom and have worked their way up by hard work and perseverance. These positions are too few in number to permit of generalization as to salaries. Clerical and routine positions seldom offer more than $25 a week and begin usually as low as $12 or $15. Any position through which one gains familiarity with insurance terms and principles may serve as a stepping stone.

The women earning the best incomes in this field are the agents or representatives who sell insurance. They receive their compensation only from commissions on the policies which they write. There is no salary basis. No girl can be self-supporting during the first six months since her early efforts are usually unproductive. Very few earn more than $1000 in the first year, but results are cumulative and the work of the first few years increases the returns in the next few. The successful agent can eventually earn thousands of dollars a year. No definite technique has been formulated for insurance selling and there is consequently little formal training. The woman who wishes to write policies for a life insurance company is instructed as to the different types of policies and the advantages of each and the company provides literature. She is given suggestions and advice but she is usually left to work out her own methods of approach and selling and general policies of educating individuals as to the opportunities which insurance offers. She must study the sociological aspects of insurance on her own initiative.

Life underwriting offers certain great advantages. It can be done at any time—in one's own time—offering freedom such as is found in few other fields of work. It is sometimes done in their free time by women whose regular work is in some other line. Age is no disadvantage. A middle-aged woman succeeds in life underwriting as readily as a younger woman. The agent is judged and rewarded solely on the basis of her actual achievement. Success requires self confidence, a logical mind, brevity, enthusiasm, sincerity and above all, hard work.

INTERIOR DECORATION

Interior decoration has probably suffered more from misrepresentation than any other field of activity for women. Many persons suppose that the only requirements for success are good taste and a little training in art. The few women who have succeeded in establishing themselves in this field with little or no training have helped to give foundation to this misconception. As a matter of fact, interior decoration is a profession in the making. In some of its aspects it resembles ordinary merchandising but the influence of well-trained, professionally-minded men and women is tending to raise the standards and will eventually place it on the level of other recognized professions. At present it is passing through a stage of development similar to that through which the profession of architecture passed before it became standardized. Eventually the decorator who desires professional recognition will require a training fully as extended as that of the architect. The training recommended by experts today includes:

1. Architecture, at least thorough preparation in draftsmanship and in historic styles, and an understanding of scale and proportion.
2. Color and design.
3. A knowledge of the design and manufacture of fabrics, wall-paper and furniture; lighting fixtures, fireplaces and accessories.
4. A knowledge of commercial values and a thorough acquaintance with the markets.
5. Practical experience in measuring and computing areas, estimating costs of material and labor and of writing specifications.
6. Practical knowledge of upholstery values, and of making up materials in a professional manner.
7. Practical knowledge of paints, their quality and durability, methods of securing certain desired effects, the varying costs of different kinds of treatment, also plastering, wood finishes, etc.

While interior decoration remains as unstandardized as it is at present there will continue to be many grades of decorators. At the foot of the scale there are those with little training who are not much more than shoppers, and among the professional women are those who have had from six to nine years of training and who are recognized as experts in the field.

The apprentice usually starts at a salary of $7 to $10 per week. She must bear in mind the fact that the work of the interior decorator is seasonal and that while she remains an apprentice she runs the risk of being laid off in the dull season. In a small establishment the opportunity is usually afforded the apprentice to try herself out gradually in every phase of the work. By the time she is able to carry responsibility she will earn from $20 to $25 per

week; $50 a week is about the maximum for a woman working outside of her own establishment. The decorator who has achieved an establishment of her own has an income commensurate with that of the architect, but unlike the architect, her remuneration is the difference between the wholesale and retail prices of the goods which her client accepts. There is as yet no professional fee.

JOURNALISM

Journalism is a field of work to which many young women look with eagerness, especially those who have majored in English in college. Some hope to use a limited experience in newspaper work as training for magazine work or free lance writing. It is safe to say that there are many more applicants for positions than there are openings for women in this field.

The old apprentice method is still considered the best mode of entrance into journalistic work. Graduates of schools of journalism are unanimous in urging the benefits of formal training and insist that it saves hard knocks and much time later on, but most of the successful newspaper women have had no special training and according to them the best preparation is to be had in the school of experience. A speaking knowledge of foreign languages is a valuable asset. On the whole the kind of training seems to be less important than the kind of person.

Most girls begin in newspaper work by writing special articles at space rates. A hearing is gained by submitting a story or subject for a story to the city editor or the Sunday editor. Space rates range from $4 to $12 a column, with the average at $6 or $7 in the large cities, $5 in smaller places. Success in space writing usually leads to a regular assignment at $10 to $12 a week at the beginning. The usual salary is from $25 to $30 for the experienced reporter. The maximum for reportorial work with most papers is $35 a week. There is no future in straight reporting as the writer's name is not signed to her articles and she gets no cumulative results from her work. It is excellent, however, as all round training and women with a background in this work are finding their experience of value in other lines, such as publicity work for organizations, in commercial advertising, in magazine work and in trade journals.

Staff positions are better paid than reportorial work and are more difficult to obtain. The editor of a fashion column receives $25 to $35 a week and the editor of an entire woman's page is paid from $30 to $50.

The best opportunities for women in newspaper work are to be found with the small town dailies, the large town dailies and the country weeklies where a woman has the chance to try her hand at every phase of the work, as general reporter, editor or assistant on the woman's page, literary critic, special writer. She has her turn at interviewing, make-up, copy reading and writing advertisements. She may have a regular staff position on a local paper and also act as correspondent for the city papers.

On the metropolitan papers women are found as reporters, editors of the children's page, of the woman's page, as club editors, fashion editors, editors of society notes, feature writers and writers of special articles. Signed feature work pays best in money and reputation. Specialists sometimes find attractive positions on newspapers as writers on agricultural subjects, as health experts, beauty specialists, editors of music, educational or art departments.

Women trained in home economics are needed to handle the inquiries and manuscripts dealing with home problems which find their way into every newspaper office.

Trade journalism is a prosperous field. It is impossible to find enough editorial assistants for trade papers and magazines and the salaries are better than in regular newspaper work. Thorough-going information regarding the special trade is, of course, essential for ultimate success but the amount of technical knowledge required at the beginning is not always great.

House organs, issued for the benefit of the employees in large corporations, offer interesting openings for women.

Newspaper work has certain obvious disadvantages. The hours are long and irregular and the work is always done under high pressure and against time. It means going out in all kinds of weather. Newspaper women claim that their work is the hardest and most nerve-racking that a girl can undertake but they also insist that it is the most fascinating and the most broadening. It keeps her in close touch with the world of affairs. It forces a balancing of her personality, planing down the aggressiveness of the girl who is too aggressive and developing the one who is too retiring.

It requires alertness, adaptability, abnormally good health and sound nerves, accuracy in observation, and keen judgment as to values, interest in public affairs, boundless tact and facility in expression. For the person who expects to advance beyond reportorial work it requires besides all these qualities, literary ability or executive power or both.

LAW

Law is still, speaking relatively, a pioneer field for women. Prejudice is slowly breaking down, to be sure, and opportunities are increasing, both as an effect of the war and as a result of the granting of the suffrage to women in an increasing number of states. But there is still much to be done before women have an equal opportunity with men in this profession.

There are three methods of securing training in this profession, viz: (1) in a law office as a registered law clerk, a method which is not entirely satisfactory because it lacks system and standardization; (2) in a standard law school; (3) a combination of the two. Most of the good law schools of the country admit women. A clerkship of at least a year in a law office is desirable before attempting private practice and in some states such a clerkship is mandatory before the bar examination may be taken. Some lawyers advise serving as law clerk before taking the professional course in a law school, maintaining that the course proves infinitely more valuable after such an experience. Clerks usually begin at $10 or $12 a week and progress is slow. The managing clerk receives $25, sometimes $30 a week.

Comparatively few women have been successful in the general practice of law. In few cases do the so-called "big clients" consult women lawyers, who also complain that in the last analysis their own sex has not availed itself of this striking opportunity for team work. Here, as in many other fields, the sign post points to specialization. Women have been especially successful in the handling and settlement of estates, in looking after mortgages and investments, legacies and bequests, in title searching, in drawing wills and probating

them, in juvenile court work and in cases of domestic relations. Their place is not yet assured in criminal law, and except in a small number of conspicuous instances they have not been appointed to public legal positions.

Many women lawyers are finding their training valuable in other lines. Women with legal training are doing important work with child welfare organizations, especially societies for protecting children against cruelty, neglect, or desertion, with legal aid associations and with other social agencies. Some are acting as probation or parole officers. Others are carrying on investigations in the civil service and with private organizations. They are engaged in economic and political research and in a few instances in teaching law. They are finding their legal knowledge of great value in many types of business, in legal accounting, in banking, in real estate and insurance. Court stenographers and executive managers in law firms are sometimes trained lawyers.

The money rewards are not great. The salaried lawyer seldom receives more than $2500 a year and the average yearly earnings in independent practice are probably no more.

In spite of the handicaps and limitations which still exist for women in this profession, women lawyers are extraordinarily enthusiastic about its advantages. It deals with the greatest and most acute problems of human life, it offers association with all types of people and fine cultural advantages. It prepares for statesmanship and for the intelligent handling of great national problems.

LIBRARY WORK

Public Library Work. From a numerical point of view, library work is one of the most important fields of work for women. By far the greatest number of positions is to be found in the public libraries of the country.

In large public libraries positions tend to become specialized and the activities are divided among workers, each one of whom is responsible for only one phase of the work. There is the cataloguer who prepares the books for use, makes all the necessary records and prepares the cards for the catalogue. In the smaller libraries all these processes may be carried on by one person; in the larger libraries the work is subdivided among a number of assistants. There is the reference librarian, who meets and helps the people who come to the library for information; the classifier, who must know the contents of the book, and who assigns to it its proper place on the shelf; the bibliographer, who compiles lists of books on special subjects. There are also children's librarians, circulation department workers, heads and assistants in specialized departments whose titles indicate the work they do, and heads and assistants in branch libraries. Salaries range from $720 to $2000 a year, according to the amount of responsibility and the training required.

In the small libraries the librarian and her two or more assistants have the opportunity to do all types of work and specialization is, therefore, not required. Salaries average from $900 to $1500 per year. The necessary qualifications include accuracy, a sense of order, initiative, good personality, a good general education, and in addition, the ability to use the knowledge acquired. In some of its aspects, library work compares with social service and the impulse to serve the public must be prominent in the equipment of the librarian. She should have also a broad general knowledge of books, a broad

general culture and unfailing courtesy. The person who catalogues or accessions or examines books does not require all the qualifications of the executive head. She needs method, accuracy, neatness, infinite patience, good sense and judgment and a knowledge of foreign languages. The kind of personality that can win the public is less necessary for this work than for that of the reference librarian. The reference librarian must possess poise, patience and deep interest in current affairs, the faculty of coordination and a good memory. Cataloguers receive $1000 to $2500 a year,—reference librarians, from $1000 to $2000.

Children's Work. There is an increasing demand for children's librarians, and in addition to the regular requirements of a trained librarian this work demands an unusually pleasing personality, experience and sympathy with children, and a knowledge of children's books. Story hours and club meetings must be arranged for, therefore the children's librarian should have some ability in story telling. More and more women are specializing in this branch of the work. Salaries occasionally run as high as $1800 a year for the heads of children's departments, but the average is about $1200 a year. An assistant receives from $800 to $1000.

Library Extension Work. In 34 states there are state commissions to encourage the establishment of free public libraries. They employ trained organizers who travel about the state starting new and reorganizing old libraries, training local librarians, inspecting, regulating, advising. They must be always on the alert for an opportunity to encourage the opening of a new library, and ready at any time to make a public address. The work requires great enthusiasm, physical endurance, a persuasive personality. The salaries range from $800 to $1800 per year, sometimes to $2200.

Special and Technical Libraries. There are numerous types of special and technical libraries. They include legislative and municipal reference, legal, scientific and medical libraries, libraries maintained by engineering societies, insurance and accountancy corporations and institutions of all sorts. Large industrial and financial corporations throughout the country are increasingly supporting their own library departments for the assembling and routing of information in print. Trade information is in great demand. Questions of geography, markets, tariff systems, trade conditions, transportation, mercantile law, financial systems, economic and social conditions are of great importance because business is founded upon them. The library of specialized information seeks to anticipate the need of members of the corporation for specific data and to have it in available form when it is called for. It does even more,—it submits pieces of definite and important information to executive officers, sometimes furnishing clues to important business transactions. In addition to the qualifications needed in a general or public library, the librarian in such a library as this must have business ability, willingness to assume responsibility, and vital interests in the affairs of the corporation of which she is a part. Positions are better paid than those in public library work and offer better opportunity for originality and constructive work than positions in large city libraries. Salaries range from $1200 to $3000 per year.

Private Libraries. Positions in private libraries are few in number and difficult to obtain. In general they offer better salaries than are paid to women carrying equal responsibilities in public libraries because, since the

libraries of this type consist of rare and early printed books, a high degree of scholarship is required of those who administer such collections. Salaries of $2000 and $2500 are not uncommon and in a few rare instances they are much higher.

School and College Libraries. No special description is needed of opportunities in school and college libraries. The qualities of a successful reference librarian are needed to a marked degree and the ability to inspire young students with an enthusiasm for books. The number of such positions in the high schools of the country has been greatly increased during the past few years. Salaries are usually from $900 to $1200 per year. In a few cases they run as high as $1500.

Training. Training may be acquired in two ways—by apprenticeship in a library or by taking a course in a library school. School training is usually preferred for the reason that the preparation secured in a library necessarily covers the methods in use in a single library. Most library schools offer a one year course. An entrance examination is required in most cases. "Training should include technical courses as cataloguing, classification, filing, and the like; book courses including book selection, the study of reference books, government documents, children's books, bibliography; administrative courses including the administration of libraries and of branches and departments, book buying, business methods and the history and practice of printing, and library architecture. There should also be included in any course of training supervised practice in well administered libraries of different types." Some library schools have modified their courses so as to include a certain amount of preparation for the special or business librarian. The greatest demand is still for workers for the public libraries of the country and the training in most schools has been planned with this need in mind. Any librarian who chooses to enter a business library must have training in business subjects.

The librarian has the opportunity to make her institution the center of the educational and intellectual life of the community and the work will appeal to those who are interested in this form of social service. For the person who loves books it offers the privilege of working in a congenial atmosphere. In general, it may be said that the librarian must find her satisfaction in her opportunity for service to people of all ages and types rather than in the monetary reward.

LITERARY WORK

Editorial Work. Most young women who specialize in English in college and who have been successful in writing themes aspire to "literary work in a publishing house." They become dismayed when they discover that a very large percentage of the women in publishing house work are stenographers, secretaries, clerks and other routine workers, earning not more than $25 a week and in most cases, less.

There are no literary positions for women in houses in which text books are published. A few women have found opportunities to read manuscripts but in all cases these are women with some teaching experience.

In houses in which books are published for general trade, the opportunities are somewhat better, but still limited. Publishing houses are commercial,

not literary, institutions and most of the work is, of necessity, of a business nature. There are positions for correspondents, secretaries, stenographers, bookkeepers, proofreaders and clerks, but few for women who offer literary or editorial equipment. Few manuscript readers, men or women, are employed. Scientific or technical manuscripts are sent out to specialists in those fields and they are paid for their opinions. Miscellaneous manuscripts are read by members of the firm, usually men with long experience.

One basic difficulty is the fact that applicants for publishing house positions are looking for what they call salaried positions whereas most of the publishing houses are looking for people who will bring them ideas or material which can be utilized in the form of a salable literary commodity. There is a much better opportunity in the average book publishing house for the girl who is fond of mechanical processes and who knows something about composition, printing, electrotyping, binding and the other elements of book manufacture than there is for the girl who can edit manuscripts.

By far the best opportunities for editorial work are to be found in magazine publishing houses. Here positions for editorial assistants are comparatively numerous and since promotion is usually from within, the future is promising. The number of women holding positions as managing editors is still small, probably not more than seven or eight in New York City.

The managing editor studies her subscribing public and lays out the plans and often also the policies of the magazine. If the magazine is a large one she delegates the responsibility for the various departments and all of the detailed work to others. In the case of a smaller magazine she is apt to know all the details, to buy the materials, read the copy, plan the arrangement, make-up, etc. She requires executive ability, business sense, imagination, vision and an understanding of all the problems of the day. The editor of a special department needs the qualities of the general editor and special knowledge of the problems of the department over which she has supervision. She is responsible for its plan and for the details of its work.

Managing editors receive up to $5000 a year,—department and assistant editors as high as $3000. The routine work is in the hands of editorial assistants who earn from $700 to $1000 a year at the beginning.

Publishing houses offer many business positions including those of advertising manager, business manager, circulation manager, department manager, bookkeepers and others.

Motion Picture Work. Several women have made a success of script writing and editing in this field, most of them having entered it from newspaper work. A position as reader with a good producing company affords an opportunity to understand the point of view of the maker of pictures, although the salary is usually small. Title editing especially for educational and travel pictures, has opened a new and attractive field for a few original and clever editors. There is still small chance for the editor who is particularly interested in film work for children's matinees and for schools, although several unsuccessful attempts have been made by women to develop this branch of the work.

Some of the best producing companies employ research workers who advise with reference to costumes, settings, etc., and a few companies have given women the opportunity to direct and cast film plays. Publicity experts

have made their way with considerable success in this specialized field and it promises even more for the future. (See section on Publicity Work, page 30.)

Translation. Translators are more numerous than opportunities. Women with the ability to translate foreign languages are constantly seeking positions with publishing houses and other commercial firms. Few exist for translators as such. There is a constant demand from banking and importing houses, from public utilities corporations and from certain large manufacturing establishments for women with a knowledge of French, Spanish and German, sometimes also with other languages, but training and experience in stenography and typewriting are always required. Such positions often lead to interesting and important opportunities in the specialized field but skill in translation is rarely, if ever, the sole requirement. Positions for clerks qualified in modern language in the federal service require typewriting in addition to language equipment and pay $900 to $1200 a year. Clerk translators in government service receive $1200 to $1800.

Research Work. Opportunities for literary or historical research are limited in number and difficult to obtain. Secretaries to writers and professors are sometimes asked to do special pieces of research work in connection with their other duties.

Writing. The girl who expects to support herself solely by her pen should realize that she must break her own pathway from the start. There is always a good market for the manuscripts of the person who can write interesting, timely and accurate matter, but it must have all of these characteristics. The magazines are eager for first class material but they judge critically. They can afford to encourage only the gifted writer who has something to say. Moreover, the ambitious writer who is also gifted, may as well stop at the outset unless she is also persistent and patient. The pull is a long, hard one and few who have achieved success have escaped bitter disappointment along the way.

MEDICINE

Pioneer women have so blazed the trail that the aspirant for honors in the field of medicine can today enter the medical college of even the most conservative universities on an equal footing with men. The prejudice of both the public and the medical men is dying out and the able woman physician may reasonably expect to build up her independent practice or she may decide in favor of a salaried position.

A long, expensive training is necessary to secure the medical degree, and the student must be prepared to devote herself tirelessly to her studies.

A robust physique is necessary to resist the constant physical and mental strain attendant on the duties of a physician. Initiative and intuition, infinite patience and perseverance, as well as all the gracious social qualities, are attributes of the successful physician. Business ability is as necessary for the woman physician as for any other professional woman, and the lack of it may account for the failure of many doctors.

With these qualities and a sound medical training the next step is to secure, by means of a competitive examination, an interneship in one of the well

equipped hospitals. Until recent years many hospitals were unwilling to accept women as internes. Now, however, the opportunities are slowly increasing. The salary of an interne is not more than $25 a month and maintenance, but the experience is invaluable.

Independent practice presents an uphill struggle for the first few years when the money returns are small. After that probationary period, however, the income of the private practitioner may far outstrip that of the salaried woman. In fact, medical women as a group are earning more than women in other professions. Various factors should be weighed before deciding on the locality in which to settle. The small town or city where there is less competition has many advantages over the crowded metropolis. A social footing and a heritage of friends make the path a little easier.

The psychiatrist will find numerous interesting openings on clinical staffs and in state and municipal hospitals, penal and reform institutions. The insane, the neurotic and others suffering from mental disorders of varying degree will come under her care. Women seem particularly fitted by nature for the diagnosis and adjustment of these problems. Salaries average from $1600 to $2600. Residence is usually included.

The gynecologist, beside her own practice, may hold a position with an insurance company examining women policy holders.

Resident positions in schools and colleges as well as in the usual state institutions may be obtained. Classes in hygiene may be conducted by the resident physician in a school or college. The usual salary is about $1800.

The anaesthetist who assists a noted surgeon on major operations gains a broad and valuable experience besides a fee of at least $25 for each operation.

Social work abounds with opportunities for the general practitioner. In the child placing agencies, the health centers and the bureaus of investigation exist openings commanding salaries of $1800 or $2000. Medical missionaries for foreign fields are usually in great demand.

A laboratory position in the clinical laboratory of a hospital or research institute may be taken on a part time basis, with a salary of $40 to $75 a month. Directors or assistant directors of public health laboratories hold enviable positions, with splendid opportunities for constructive work and valuable research. Salaries, $1800 to $3000.

Industrial plants and business houses often employ a physician, sometimes on a part time basis. Physical examinations of the employees are made on entrance and at subsequent periods as a means of checking and preventing disease.

The laws of New York and several other states make necessary the presence of women physicians on the staffs of hospitals for insane, delinquent, and feebleminded women, and all penal and reform institutions dealing with women.

Some few hospitals are staffed entirely by women and, in those institutions following a progressive policy, women may find openings as resident physicians, anaesthetists and laboratory workers.

NURSING

There is scarcely any field of work in which the variety of opportunities is greater than in nursing. There are more than twenty distinct types of activity in the nursing profession and in all or most of these types the demand for well trained workers far exceeds the supply.

Private Nursing. Bedside nursing needs little comment. Private nurses in general practice receive from $20 to $30 a week. This does not mean 52 weeks in the year, however, and it is difficult to estimate the average yearly income of the private nurse. The specialists needed in private work include nurses for children's diseases, for nervous or mental diseases, for obstetrical cases, etc. The specialist receives $35 per week and sometimes more.

Positions in Hospitals and Institutions. The *superintendent of a hospital* is frequently also the principal of the training school. She carries large administrative responsibility. She supervises the corps of nurses, attendants and dietitians, orders supplies, cares for the buildings and wards and is responsible to the trustees for every patient under her care in the hospital. She must bear in mind constantly the needs and training of her pupil nurses as well as the needs of her patients. Superintendents receive from $1500 to $3000 and maintenance in large hospitals, and $1000 to $1800 in small ones.

Supervising nurses or assistants to the superintendents receive maintenance and from $60 or $75 a month to $1000 or $1200 a year according to the size of the hospital.

Head nurses in the wards are usually recent graduates from the training schools. Their first salaries are seldom more than $40 to $60 a month and living.

Teachers of nursing are making their way in increasing numbers into the nurses' training schools for the educational work which was formerly done exclusively by doctors. Salaries, $900 to $1200 and maintenance.

Pupil nurses who are members of the training classes do all the ordinary work of the wards and private rooms.

Operating room nurses and anaesthetists receive $50 to $100 a month.

Resident nurses in private schools and colleges do actual nursing and in some cases also conduct classes in hygiene. Salaries, $60 to $100 a month.

Nurse Assistants in doctors' offices do routine laboratory work and prepare for examinations and operations. Salaries, $60 to $125.

Public Health Nursing. The field of public health nursing has had enormous growth during the past five years. It has to do primarily with the preventive and educational side of health work rather than with the cure of disease. It requires women with nurses' training and some experience in social work.

District or visiting nurses are employed by visiting nurses' associations, settlements, insurance companies, child welfare organizations, and city health departments. There is a growing need for them in rural sections. Their mission is fundamentally educational. They receive from $60 to $100 per month. Nurses are employed by anti-tuberculosis associations for the

instruction and care of tuberculous patients in their homes and in tuberculosis camps, and for educational propaganda for the prevention of the disease. Salaries, $75 to $100.

School nurses have the supervision of the health of school children. They assist physicians in medical inspection, teach child hygiene, visit the homes and assist in preventing the spread of contagious diseases. Salaries, from $75 to $100 per month without living.

Hospital social service nurses do follow up and educational work in the homes of discharged patients. They receive $75 to $100 a month. Heads of such departments in hospitals can command $100 to $200 per month. These positions are usually non-resident.

Red Cross nurses beside their regular professional work in times of national emergency are called upon for almost every known type of social service. In all cases they must have full nurse's training in an accredited school. Salaries, $50 a month and up.

Army and Navy nurses enroll as part of the regular permanent medical and hospital service of the Army and Navy. They are under military orders and may be detailed for duty in any part of the world. Salaries are $50 to $60 per month with maintenance and travelling expenses.

Industrial nurses are in great demand in manufacturing plants and department stores to look after the physical well-being of employees. They render first aid in case of accidents, secure necessary medical treatment, do home visiting, sometimes give lectures on hygiene and endeavor in every possible way to maintain high standards of health and efficiency. Salaries range from $900 a year in small plants to $2400 in some of the largest.

Specialists. Nurses who have specialized in mental diseases are needed in connection with the work of mental hygiene associations and commissions, in hospitals for the insane, and in a limited number of general hospitals. Salaries, $1200 to $1500 a year and sometimes more. There is a demand for nurses who have specialized in prenatal and obstetrical work and for those who are qualified to inspect rural schools and to assist in making health surveys. Nurses who have also had training in home economics find important positions from time to time in connection with university extension work. Salaries average $1800.

At least a high school course or its equivalent is required for admission to the better schools of nursing. A college education is usually required for the executive and administrative positions in hospitals, in training schools, and in public health work. The prestige of the school in which a nurse has had her training is an important factor in her professional standing. For this reason students should select schools which are registered in the state and which are connected with general hospitals of high standards. Makeshift training is unsatisfactory. In most schools the course is three years. No tuition is charged and board, lodging and laundry are supplied free. In some training schools, uniforms are furnished, in others an allowance of from $4 to $10 a month is offered for uniforms, text books and incidentals. In general the full three years' training is advisable although some schools have reduced the course by six or eight months for students who have completed certain specified scientific courses in their college preparation. The training consists of lecture and class work and practical work in the hospital with which the training school is connected.

A good nurse must have a keen and resourceful mind, good judgment, tact and the right kind of sympathy. She must be strong, physically and mentally, steady and trustworthy and she must be impelled by a motive of service.

OTHER PROFESSIONS

There are a few striking instances of successful pioneer women in the professions of architecture, engineering and the ministry. Intensive specialization is, of course, required, and the training is long. The beginning years are full of uphill struggle. A woman's success in these fields is in proportion to her courage and her ability to overcome prejudice. Those who have been successful have won their way by sheer force and persistence. A position as draftsman or assistant in an architect's office, although difficult to secure, may give the young woman architect a footing in the profession. Draftsmen and assistants are paid, according to ability and experience, from $15 a week to $60 a week. Prejudice is probably keener in the profession of engineering than in other fields, and the woman choosing this work faces a more discouraging future. There are only a few women who have achieved success.

Landscape architecture needs a word by itself. A training as specialized as that of the architect is necessary for the landscape architect, and in addition to the theory of construction and engineering, she must know the artistic value of plants and trees and their general culture.

The same difficulties surround the landscape architect in the first few years of her practice as are presented to the woman architect. Practical experience in the office of a landscape or general architect is necessary to develop a keen insight into the business side of the profession. As an entering wedge one might use a knowledge of typewriting or drafting. Some women choose to make connections with a well established nursery in order to make closer studies of stock. This is not considered a very direct method of securing the necessary experience.

The number of women engaged in independent practice of landscape architecture is very limited. Considerable capital is needed to carry one over the first years. Directing the work of suburban garden clubs may involve original planning, which, if successfully carried out, may help to establish one's reputation. This, by the way, is usually volunteer work. Important and expensive work on private estates, or work with public park or city planning commission is rarely entrusted to the woman landscape architect. Fortunate indeed is the woman who can count $1000 a year as return from independent work during her first five years. If she succeeds in establishing herself, her income will eventually equal that of the architect.

PERSONNEL MANAGEMENT

Scientific personnel management, as a profession for trained men and women, is still in an experimental stage, but its value is coming to be recognized everywhere. It represents an effort to centralize in one department the handling of employment problems and the adjustment of personnel difficulties, instead of permitting these functions to be handled by minor executives in the various departments as has been done so generally in the past.

As stated in the announcement of the Employment Management Section of the War Industries Board, "The introduction of the employment manager

into industry and the standardization of the services of an employment department is one of the greatest movements now taking place in the manufacturing industry of this country.

This movement is a resultant of progress in accounting, staff organization, functional foremanizing, vocational guidance, industrial training, new wage systems, safety first, hygiene and medical aid, and the use of the committee system of shop management. The functions of the employment department are, therefore, not new in industry. They are now being gathered together under one authority so that they may be handled in a more expert manner, that they may be harmonized into a consistent policy, and that they may be made the definite responsibility of competent officers."

Industrial concerns in all parts of the country have begun to realize that the labor problem is primarily a problem of careful and intelligent selection and thoughtful placing of employees to insure a maximum of satisfaction to the worker, and a maximum of production for the plant. They realize the advantages of having this work in the hands of trained experts.

The popular conception of a personnel department limits it to the handling of problems of hiring, transferring and discharging workers. The modern personnel department deals also with the training of workers, with the establishment of wage rates, with the maintenance of such working conditions as will permit the physical, mental and moral well-being of the workers. Frequently the personnel department represents also a center where the workers may carry their complaints, and through which they are given a voice in the establishment of the conditions under which they shall work.

Women as well as men are taking training for positions in personnel management and, where they have been given the opportunity to work independently and constructively, they have been eminently successful.

The departments are not clearly defined or standardized and positions may carry entirely different duties in different shops. Women who are holding positions in personnel management report duties varying all the way from record keeping to work on the special problem of the reduction of labor turnover. Usually they are expected to hire the girls and women employed in the factory, to follow them up in a short time to see whether they are making good, and if not, why, to plan and arrange for inter-departmental transfers, to keep in touch with rates of pay, working conditions, and sources of labor supply.

Women who are actually engaged in this type of work report achievements which include the establishment of a living wage for beginners, a reduction of working hours for women, equal pay for equal work, the standardization of certain types of occupations, etc.

The specialized personnel manager should have a foundation training in psychology since she has the opportunity to apply appropriate intelligence, performance and trade tests as a basis for the selection of suitable employees, and for placing them in the work for which they are best qualified. She should have limitless tact and patience, a genuinely democratic interest in the success of employees and the ability to mix with all classes of workers; ability to win the confidence of both workers and employers, open-mindedness, optimism and boundless energy.

During the war the Employment Management Division was established under the War Industries Board to organize and conduct a series of intensive

courses in employment management at various university centers. The expectation was that the students who enrolled for these courses should have had previous experience in industrial work. The requirements for admission were the following: (1) that the applicant shall have had at least a high school education and shall be at least twenty-five years of age; (2) that the applicant shall have had at least three to five years of good business experience; and (3) that the applicant shall be a man or woman with strong personality, good initiative and resourcefulness, and with a sympathetic understanding of the problems affecting the worker.

The Federal Board for Vocational Education will carry on the work begun with such success by the Employment Management Division of the War Industries Board and will continue to conduct these courses.

Until the introduction of the Government courses there had been no authorized training for personnel managers, and women have come to it from a variety of fields. Some have been in teaching or in school administration, some have had years of business experience but no experience in industry, a few have been successful social workers. Whatever their experience they all urge more training in business administration for women who wish to enter this field, and many of them state that practical training in the factory is indispensable.

Salaries in this field are still unstandardized. The positions should pay well, however, because they save money by reducing costs. Beginners are found who are receiving $18 per week. Experienced workers are commanding salaries ranging as high as $3600 a year.

The hours are long and the problems are often involved and complicated, but women who are successful emphasize the excellent opportunity which is afforded them to study labor conditions at first hand, and to play an important role in the development of industry in this country.

PSYCHOLOGY

Positions for women psychologists are still limited in number but they are steadily increasing. They are found in juvenile courts and detention homes and with probation associations; in psychopathic hospitals, in institutions for delinquents, in clinics, in public schools and in a few industrial plants. The average psychologist, outside of academic work, is a mental tester whose work consists in giving the standard tests for the discovery of grades of subnormality, in analysing and interpreting the results, in accumulating statistics and often also in preparing the data for publication. The psychologist in the public school gives tests to children for the purpose of sifting out mental defectives from those children who, although retarded, possess normal ability. The professional worker in this field must still contend with lack of standardization in the work and lack of intelligent understanding on the part of the public. The best openings are in institutions and in clinics. A few women have been successful in establishing private practice. Such practice is usually built up through cooperation with physicians.

Thorough training in the fundamental principles of modern psychology, both general and experimental, and an acquaintance with all measuring tests now used, should be the basis for mental testing. Psychologists advise no one to enter the field of applied psychology unless she can take a doctor's

degree in the subject. They urge some medical training, if not a medical degree, and they recommend volunteer work in a clinic and field work for practical training.

Salaries for beginners range from nothing at all to $1000 a year. Experienced psychologists are receiving from $1200 to $2400.

The psychologist needs the spirit of the pioneer, tact, patience, an analytical mind, good health, steady nerves and a pleasing personality.

PUBLICITY WORK

The demands of the war have had a tremendous and lasting effect on the technique of managing special drives and campaigns and upon the public's acceptance of that technique.

The director of a campaign must combine the charm of a magnetic, compelling personality with a keen business sense, resourcefulness and administrative ability. She should have an appreciation of the effective use of posters, motion pictures, exhibits, a sense of the timely use of the written and personal appeal, of the stimulating effect of buttons, badges and other small souvenirs, and of the effective and discriminating use of the magazines and newspapers. As the financial records, the subscription and mailing lists and the general office routine will come under the supervision of the manager, an expert knowledge of modern office procedure, as well as a trained publicity sense, may be demanded. Newspaper or advertising experience is a decidedly helpful factor in one's success.

Since there are few really successful women in this field at the present time, the experienced publicity woman can readily market her valuable asset. Connection can certainly be established with educational institutions, or with social, civic or other organizations seeking to provide or increase financial resources or wishing to direct attention to some educational or social movement.

Salaries hover around $50 and $75 a week, and soar as high as $200. The temporary character of campaign work must be kept in mind when considering these salaries. The quick publicity campaign may last only three or four weeks. Therefore the organizer, unless followed by unusual good fortune, will not receive this top salary for the fifty-two weeks in the year.

Motion picture concerns have well established publicity departments, and here, if positions can be obtained, is a fruitful field, assuring one of a steady income of $50 a week and ofttimes considerably more. A full knowledge of the complex problems of film distribution, the prejudices of exhibitors and the newspaper situation, is essential.

Some few successful publicity consultants have opened offices, manned by staffs of stenographers, where they receive and direct their work. Income is in this case determined by the amount and importance of the work handled.

RELIGIOUS WORK

Women interested in work of a religious nature are finding opportunities in the following fields:

Church Work. Here positions exist for parish visitors; for pastors' or church assistants and secretaries; for organizers of certain branches of church

work, including directors of religious education and of young people's work. A few women are holding important positions as principals and teachers in church schools. Diocesan deaconesses and deaconesses in churches and in church settlement houses are usually women with definite training for religious work. Work of this sort demands sympathy with all classes of people, the quality of leadership and consecration to the work of the church. Salaries, $800 to $1200 a year,—occasionally they are found as high as $1500.

Missionary Work. There is an extensive field for the religious worker in foreign, home and city missionary work.

The foreign work is carried on under the mission boards of the various denominations, and the greatest demand seems to be for teachers, especially of grade work, home economics and physical training; for evangelists, kindergartners, and for training school directors; for physicians, nurses and superintendents. The greatest number of calls comes from China, Japan, Africa and India.

Home missionary work is carried on among certain nationalities or groups, including the Indians, Mexicans, Porto Ricans, mill workers, Mormans, etc. The demand again is for teachers, matrons and evangelists.

City missions and church houses employ trained women for work among special nationalities and in certain sections of the city.

The missionary must possess unusual diversity of talent, good health, capacity for leadership, attractive personality, and, above all, consecration to the service.

Y. W. C. A. Work. With the exception of the positions which have opened under the Young Women's Christian Association during the war, most of the positions are open only to those who have had Young Women's Christian Association training. Positions are increasing rapidly in number as the work of the Association grows.

The general secretary in a community is the worker who is responsible for the organization of the work in the community. "She needs to learn the city, its industrial, educational and religious life; to know the women, young and old; to be grounded in Association principles and technique, in order to administer a Christian Association of young women in that community. Interest in people, capacity to enlist them in cooperative achievement, sense of system and progression, all fired through with personal and social Christianity, are imperative; training and departmental experience are highly desirable."

In most of the large cities there are positions also for departmental secretaries, including among others, the following: industrial secretaries, educational secretaries, secretaries of girls' work and of extension work, religious directors, membership secretaries, secretaries of immigration and foreign community work. The salaries for these positions vary according to the size of the community and the responsibility involved in the position.

The Young Women's Christian Association also maintains secretaries in some of the colleges and universities throughout the country. They are called student secretaries, and their object is to discover leadership and stimulate interest in Christian work among the girls who are students in the institutions in which they work.

The full training for Association work covers a period of two years. Students who have completed the first year's training usually receive salaries ranging from $600 to $1000 a year. Those who are graduates of the second year course may begin at $1000 to $1500. The general secretaries of Associations in some of the largest cities of the country are among the highest salaried women in social and religious work.

SCIENTIFIC WORK

There are few fields of work in which women are doing more valuable work or making more important contributions than in the field of science. Moreover, opportunities are increasing in practically every type of scientific work. Many of the best openings are in the federal, state and municipal service and are under the regular civil service requirements. Young women start usually as laboratory assistants and as such perform only routine tasks and receive small salaries. Advance is dependent upon the personality of the worker, upon the capacity for greater responsibility and the fundamental desire to achieve results in scientific fields. Special comments on the following branches of science may prove helpful.

Astronomy. Positions for a limited number of trained astronomers are to be found in the observatories throughout the country and a few in the Nautical Almanac Office in Washington. For the beginning astronomer the work consists usually in the measuring of stars on photographic plates, of the reduction and correction of these measurements and the computation of magnitudes. A few women are carrying on independent and individual research work in this branch of science. Salaries are not high; $60 is usually the beginning salary and $1200 or $1300 is the average. In addition to thorough training in astronomy, higher mathematics and some training in physics are desirable.

Bacteriology. Positions for trained bacteriologists exist in the laboratories of hospitals, of state and city boards of health, in various bureaus of the U. S. Department of Agriculture, in the Hygiene Laboratory of the U. S. Public Health Service, in private medical diagnostic laboratories, in dental institutes, in the laboratories of water boards and in milk stations, in commercial dairies, in factories manufacturing food stuffs or medical supplies, in packing houses, etc. The greatest number of positions is to be found in state and city boards of health where the bacteriologist is concerned with making anti-toxins and vaccines, with general bacteriological examinations for diseases, with the analysis of water and milk, ice-cream and other foods. Workers are of two sorts, routine and research. The routine workers or laboratory assistants do all the routine testing. The public health laboratories of large cities offer less opportunity for research work than do special research laboratories because of the great pressure of routine analytical work. It is necessary for the beginner to start as a volunteer or at a very low salary which seldom exceeds $500 per year. This increases with experience up to $1800,—occasionally to $2000 a year. Positions paying more than that amount are rare except for women who have a medical degree in addition to their bacteriological experience. Specialists in certain types of bacteriological research are making important contributions toward the solution of important health problems. A few have become experts in food inspection, others are in charge of large diagnostic laboratories.

Experts recommend thorough training in bacteriology and, in addition, two or three years of college work in chemistry and a course in biology as desirable preparation for laboratory work in this field. Besides this equipment a knowledge of French and German is necessary for research work and some knowledge of comparative anatomy is desirable.

Success depends on professional interest in science. A public health bacteriologist may be called upon any hour of the day or night and she is liable to work seven days a week. She must therefore have robust health and unfailing energy. Personality is a more important factor in the success of the scientific worker than is generally supposed. Accuracy, perseverance, power of application, enthusiasm are all necessary.

Biology. Biologists are finding their training of value in a variety of fields. In the Bureau of Plant Industry of the U. S. Department of Agriculture they are engaged in seed testing and in experimenting in certain plant diseases. Salaries range from $1000 to $1800 a year. In connection with the state universities and state agricultural experiment stations there are interesting positions for women who have had special training in botany and zoology. There are laboratory positions also in forest products laboratories where women are carrying on research work in diseases of trees and in the structure, properties and uses of woods. Societies and museums of natural history offer positions for laboratory assistants and for curators in certain specialized departments. Large seed companies are using women to make analytical purity and germination tests of seeds and a few women have become experts in the identification of all kinds of seeds.

The Marine Biological Laboratory and the laboratories connected with certain large foundations and institutions employ both routine and research workers with specialized training in zoology. Eugenics workers whose training has included special work in zoology are used in connection with organizations doing research work in this field and with courts and institutions for delinquents. A few women who have had training in art as well as in the biological sciences are doing valuable work as medical illustrators, taking photographs and making drawings for medical books.

The thoroughly trained biologist will require courses not only in general biology including plant pathology, but also in bacteriology, physics, chemistry and some work in general agriculture. The maximum salaries in this field seldom exceed $1800 a year although a few women are known to be receiving much more.

Chemistry. The best opportunities for the woman chemist are probably in physiological, biological and food chemistry. Nearly all the bureaus under the Department of Agriculture have openings for women with specialized training in chemistry. The Bureau of Chemistry offers more than any other. In the micro-chemical laboratories and in the food research laboratories of the Bureau of Chemistry women are doing important research work. Chemists are needed in nearly all the state agricultural experiment stations and these positions offer opportunity for constructive research work. Clinical chemists in the pathological departments, and chemical technicians in the metabolic laboratories of hospitals are doing routine work, but work which is of great importance. There are increasing opportunities also in nutrition laboratories, in public utilities corporations and in industrial establishments.

In the field of industry women are still used mainly in the analytical and research laboratories which are connected with the plants, where they serve as analysts and research workers. During the past two years the opportunities in this special field have increased to a notable extent and for the first time women chemists have been employed in the laboratories of such plants as copper refineries, ore and petroleum companies, drug factories, aluminum and rubber corporations and others. They are found also in paper and flour mills, in dyeing establishments, in canneries and in pure food organizations. In a few department stores and large mail order houses they are working as textile analysts and dye chemists. They have recently made their way successfully into the laboratories connected with some of the large insurance companies.

All positions involve routine work at first and the salaries range from $60 to $75 a month. So great was the demand for chemists during the war that the salaries for women trained in this science were advanced beyond the average salaries in other branches of science. There is little doubt but that there will continue to be an increasing demand for women with thorough training in chemistry. No chemist should consider her training complete unless she has had also advanced work in mathematics and at least one year of scientific German. Such preparation will qualify her for a more varied career in chemistry than would be open to her if she neglects these related subjects.

Physics. Public utilities corporations, electrical testing laboratories, lamp factories and other large corporations are finding women valuable for certain types of testing and experimental work. In certain large industrial plants they have been used to test electric motors, vacuum pumps, air compressors, etc. Mechanical drafting is, of course, one of the requirements. In certain large public utilities corporations women with training in physics and mathematics are used for computing and estimating. Salaries range from $13 or $14 a week for the beginner to $20 or even $25 per week for a girl with some experience. Some of these corporations have agreed to employ women in the engineering departments and have guaranteed to give them at least the ground work for a career in engineering.

Women physicists have found openings in the Bureau of Standards, U. S. Department of Commerce and in the Bureau of Soils in the Department of Agriculture. Salaries are found at $1200 to $1500, sometimes higher.

Roentgenologists, radiographers and X-ray technicians are needed in hospitals and in the laboratories of private physicians. Technicians usually begin by making and developing radiographs. A woman can seldom become more than an assistant in this field, however, unless she takes a medical degree or special training in roentgenology with a private physician who is qualified to give such training. Roentgenologists in the large hospitals and private laboratories are responsible for the interpretation and diagnosis of roentgenograms and they are given opportunity for original research work. Salaries for beginners range from $60 to $100 a month. Trained roentgenologists are receiving anywhere from $2000 to $5600 a year.

A limited number of positions exist in the departments of the federal government for women trained in other branches of science such as geology, entomology, etc.; $900 to $1800 is the salary range.

SECRETARIAL AND STENOGRAPHIC WORK

The demand for intelligent and well-trained stenographers and secretaries continues to be great. Positions are open to them throughout the whole field of employment; in the offices of business and professional men; in schools, colleges and libraries; with social and civic organizations; in publishing houses; and with private individuals, both men and women. The proportion of secretarial positions which do not require a knowledge of stenography is negligible. This training, however, can be secured in from four to six months and need cost very little. Facility in taking dictated matter, speed and accuracy in transcribing it are essential. A beginner should be willing to do purely stenographic work until she is thoroughly proficient.

Positions differ widely as to the amount of stenographic work required. It is therefore almost impossible to differentiate between *stenographic* and *secretarial* openings. There is some tendency among employers to use college women for mechanical stenographic work because of their broader educational background. On the other hand, many positions which involve heavy stenographic work at first, offer excellent opportunities to use initiative and business ability later, and again and again stenography has proved the stepping-stone to a most successful career. The ambitious girl who expects to use her stenography as a means to an end should not choose a field of work which requires for the advanced positions an entirely different technique. For example, a girl cannot become a physician by serving as a physician's secretary. She should enter a field of work in which a mastery of the details, such as she can gain through her stenographic work, is in itself preparation for the top positions.

The salaries begin at $15 per week in New York. Secretaries who have had two or three years of experience can usually command $1000 to $1500 per year; $1800 is not unusual and secretarial positions paying $2100 to $2400 are found from time to time. The following comments on conditions, requirements, and salaries in the most important groups of positions may prove useful.

In Private Schools the positions usually require residence in the school. College graduates are preferred. The work may involve meeting parents and pupils, correspondence at dictation, bookkeeping, taking charge of supplies, keeping records, sending out reports, and sometimes a little teaching and chaperoning. Charm of personality is most important. Salaries average from $600 to $1200 and living, or more if living is not included. The hours are uncertain and often long, involving some evening work, in return for which time is given during the day. Positions are either for the year, with a vacation of a month in summer and a week in winter and in spring, or they are for eight or nine months only. Small schools employ a single secretary who does all the office work, while in large schools several are employed, the work of each being specialized.

College Positions offer work with one professor, or in a department, or in the administrative offices. A college graduate who has specialized in a single subject or group of subjects may become a valuable assistant to a professor in her chosen field. She will have general office duties—correspondence, filing, etc.—and may also assist in preparing articles for magazines, and securing research material for lectures and books. A knowledge of proofreading and simple copy-editing will prove valuable.

Salaries in college positions vary greatly with the college and the location. As a rule they are not large, although there are notable exceptions. The range is perhaps from $800 for a beginner to $1200 for experienced workers. Few college positions offer residence, except in some of the very small institutions, although secretaries frequently live in college houses. The work in most cases is pleasant, and brings one in touch with interesting and congenial people in an academic atmosphere. Vacations vary in length but are usually one month. The hours of work average eight to nine a day.

Secretarial Positions in Public Grade and High Schools. In large cities these positions are secured as a result of passing examinations, in smaller cities they are appointive. The hours of work are usually from nine to four, with all school holidays, and a two months' summer vacation. Salaries average $900 to $1200 a year. The duties vary, but in most cases offer little opportunity for original or interesting work.

In Physicians' Offices. Physicians prefer secretaries who have had some scientific training as well as a knowledge of stenography and simple bookkeeping. The duties sometimes include those of a nursing attendant, which if not too specialized may be learned in the office. White uniforms are sometimes required. Personality is important. The work may involve meeting patients, making appointments for them, keeping their medical records, sending out bills, keeping books and writing letters. Sometimes the secretary assists in gathering material for books or articles for medical journals and in making laboratory tests. The salaries are average to good. The hours of work are uncertain and overtime duty is too often required. The chance for advancement is usually limited, but depends a good deal on the employer. An excellent field is open for expert medical secretaries to take part-time appointments with several physicians.

In Law Offices. This is a field by itself. Few lawyers will turn over really responsible tasks to women assistants, hence there are many more positions for stenographers than for secretaries. The work is highly specialized and involves a knowledge of legal forms (which may be learned in the office) and requires extremely accurate and rapid stenography and typewriting. The salaries average from $20 to $30 per week and there is a constant demand for skilled workers. Few college women, however, take positions in law offices unless they are definitely interested in legal work. The experience is very valuable and employers in other fields frequently give preference to candidates who have had some legal stenographic experience.

In Banks. These positions are usually not as well paid as secretarial positions in other specialized fields. Languages—especially French, German and Spanish—are an asset, if the candidate has sufficient familiarity with them to translate. Opportunities for advancement in salary and responsibility are generally good, if one can work out of a department into a position as secretary to one of the officials. Great accuracy is required.

In Business Offices. This is a large field in which there is a growing demand for college and other trained women. Positions exist in advertising offices, with architects, engineers, investment and insurance houses, in real estate offices and manufacturing and mercantile houses of all kinds. The variety is so great and the specific requirements so varied that it is impossible to give full details. It is certain, however, that many offer excellent opportunities for salary advancement, and for executive work and responsibility.

The positions begin at $15 to $18, as in most other fields, but the largest salaries paid to women today are probably paid in the New York business offices. Stenography is of course required for the secretarial position and foreign languages are helpful, particularly in connection with export houses. The work requires a clear head, a quick brain, and a sense of responsibility and initiative more highly developed, perhaps, than in any other field, because of the competition with men in the higher positions. Business is one of the most recently opened and profitable fields for college women, but they do not yet seem to realize it. (See also section on Business, page 11.)

In Social Organizations, (including those carrying on religious, civic, and philanthropic work). The positions are very interesting and offer opportunity for women to become familiar with the office procedure in these organizations, an exceedingly valuable experience for later work in field and executive positions. In a very few positions a stenographer may do a little field work in addition to her office work. There is wide variety in these positions and unlimited opportunity for service, but the salaries are sometimes low because many organizations work under the burden of limited funds. College work in economics, sociology and statistics gives a good background. Vacations are from two weeks to a month, and the hours of work are generally from 9 to 5. The salaries range from $12 to $25 a week. The possibilities for salary advancement vary with the organization.

With Individuals, (i.e., positions not in offices). Positions exist with authors, ministers, artists, playwrights, and prominent men and women in almost every line of work. The most common, perhaps, are the positions with (a) writers and (b) as social secretaries to women with civic and philanthropic interests.

(a) *In positions with writers,* a good command of stenography and English is essential, and languages and ability to read proof are desirable. The work may include the preparation of manuscript for the press, proofreading, some editing, and not infrequently the actual writing. The positions are uncertain, depending upon the author's reputation and success. Sometimes literary secretaries are engaged for full-time, in which case their salaries range from $15 per week up; sometimes they are engaged on a part-time basis under a more or less permanent agreement and are paid by the hour; most frequently of all they are engaged to help with special pieces of work for longer or shorter periods. Salaries depend upon the employer, and are not usually high, especially in view of the uncertain nature of the work.

(b) *Social secretaryships* are likely to be obtained as a result of personal acquaintance or introduction through mutual friends. A knowledge of simple bookkeeping, and personal familiarity with social usages are required in addition to stenography. Only a very small proportion of these positions do not require stenography. The work is not taxing but rarely offers any opportunity for initiative or executive responsibility. The hours of work and length of vacations cannot be stated. Most women do not employ social secretaries through the summer, and the work is therefore seasonal and the yearly income not as large as the excellent weekly salaries would lead one to expect. Engagements are often made on a part-time basis. Residence in the household of the employer is sometimes required and the work is then likely to be confining because of the lack of definite working hours. The openings are infrequent and the really good positions rather hard to secure because the personal qualifications are all important. Chief among these are

adaptability, unfailing tact, good breeding, willingness to subordinate self, and personal charm. The average salary is $25 to $35 a week. Occasionally they soar very much higher than is justified by the value of the work.

In Publishing Houses. The openings for stenographers and secretaries are far more numerous than for literary workers as such. A few editorial writers have made their start as stenographers or secretaries in publishing houses, but in most publishing houses the secretary will find only a limited future.

Positions as stenographers vary greatly in different houses, however, both in the nature of the work to be done, and in the opportunity given to work from secretarial positions into the editorial field. A foundation of careful training in English composition and wide reading are necessary in addition to the command of stenography. Experience in proofreading and knowledge of languages are often helpful. The duties may include correspondence at dictation, some proofreading, occasional writing or revising, etc. The openings are not very numerous in comparison with the large number of college women who seek them. The salaries are comparatively small,—$18 to $25 for experienced workers. Publishing houses are usually open from 8:30 or 9 to 5:30, and few give half holidays on Saturdays. Vacations are rarely longer than two weeks.

In Scientific Research. Secretarial positions exist in private laboratories, in hospitals, and with scientists working in various fields. Accurate stenography, general scientific training with special emphasis on a particular subject, languages for translating purposes and accuracy in recording technical matter are the most important requirements. The work involves the usual secretarial duties, often the transcribing of scientific articles for publication, and sometimes laboratory research. The salaries vary—organizations on the whole paying better salaries than individuals, although this is not invariably the case. The work is always interesting to one who has a scientific mind.

SOCIAL WORK

Opportunities in the field of social work are increasing rapidly. The requirements for entrance are becoming standardized and salaries are improving. The equipment of the social worker today should be founded upon (1) a broad education—a college course or its equivalent supplemented, if possible, by special training in a school of philanthropy, and (2) personal qualifications of a high order including the ability to sense the significant, to judge carefully and wisely, and above all the spirit of service, lacking any tendency to sentimentality. For the advanced positions in social work, executive and administrative ability and the quality of leadership are required to a marked degree. There are several good schools of philanthropy located in different parts of the country and it is often possible for a girl who cannot spare the time to take this special training to secure an apprentice position with some social organization which is equipped to give training for its own particular field.

In nearly every type of social work there is need for investigators with sound judgment and the proved ability to secure and record accurate information; for financial and publicity secretaries, the former with ability to raise money by personal and written appeal, and the latter with ability to present the work of various organizations in public addresses and through printed

propaganda; for statisticians, with training in the arrangement and interpretation of social statistics. There is occasional need, also, for research workers with a fundamental knowledge of the subject matter of the work in which they engage. Women with a knowledge of several immigrant languages are employed as case workers and interpreters by some social organizations; psychologists are required by organizations and institutions working for defectives and delinquents; dietitians are employed by most of the larger institutions and by some relief societies.

The following are some of the fields of social work in which there are interesting opportunities for women workers.

Child Welfare. More and more workers are required in the organizations which are organized to protect children from being abused, exploited, neglected or abandoned; in such societies as children's aid and babies' welfare associations. The superintendencies of these organizations are usually held by men. Women are employed as assistant superintendents, as executive secretaries or as department heads, at salaries ranging from $1200 to $2500 a year. Agents and investigators with such organizations receive from $700 to $1500 a year. Some of these organizations employ nurses, physicians and other specialists at varying salaries.

In the children's aid societies will be found departments through which children are placed in family homes. Their placement and development is supervised by agents who receive from $75 to $100 a month, according to the experience they have had and the size of the district to be covered. A few organizations offer salaries as low as $60 for beginning agents.

Correctional Work. In reform institutions for women the superintendents are usually women with wide experience in reform or probation work. Many of these institutions are under state or municipal control and the positions are subject to civil service requirements. The salaries usually range from $1200 to $1800 or $2000 a year with maintenance, and the demand for well-trained women for these positions greatly exceeds the supply. A few women with national reputations for successful work in this field command salaries somewhat higher than the maximum just mentioned. Beginners and women with experience in other lines of work than correctional sometimes take positions as corridor or special officers in reform institutions at salaries ranging from $40 to $60 a month with a possibility of growing into more responsible positions from such experience. Most of the progressive institutions employ women trained in agriculture to superintend and direct the outdoor work of their charges. (See section on Agriculture, page 7). Laboratories for psychological testing and research have been established in connection with some of these reform institutions. The psychological tests are applied by trained psychologists. (See section on Psychology, page 29.)

Communities and organizations are appointing policewomen to have supervision of parks, streets, moving picture houses, dance halls, and other commercial recreational activities. These positions pay from $1000 to $1500 a year.

Probation and parole officers are employed by institutions and by courts to deal with offenders placed on probation, to investigate causes of delinquency, and to establish friendly relations with the offenders placed in their charge, so as to help in reestablishing them. The probation work of the juvenile courts is usually in the hands of special officers, sometimes lawyers, ap-

pointed by the judge or secured through civil service examinations. For most of these positions definite experience in dealing with children is required. Other special forms of probation work are carried on in connection with criminal courts and with courts of domestic relations. The salaries range from $900 to $1500 a year,—occasionally higher.

Health Work. There are four general types of health work, carried on by the following organizations and institutions:

1. *Hospitals and Sanatoria.* Opportunities here for trained workers greatly exceed the supply. The superintendents in the larger institutions are for the most part men, although women with medical training are sometimes appointed to administrative positions in smaller institutions. Salaries range from $1800 a year up, including maintenance.

Many hospitals are developing social service departments which conduct the follow-up work of discharged cases, give instruction in the homes and help to improve conditions which were contributory to the patient's illness. Special departments have been organized in some of the larger hospitals in which studies are made of the social and psychological, as well as the physical, problems of certain classes of patients. Among these are the investigation of occupational diseases, placement and supervision of the handicapped, and special work with nervous cases and with children. Medical social workers are usually nurses, although in some communities social workers without nurses' training have been selected for these positions and have been successful. Salaries vary considerably, ranging from $900 to $1800 a year, in most cases without maintenance. (See also section on Medicine page 23, and on Dietetics, page 12.)

2. *Visiting Nurses' Associations* employ executive and visiting nurses. The executives receive $1500 to $2400 a year, without maintenance, and in most instances they are trained nurses with experience in public health work and with marked executive ability. Visiting nurses should have the social worker's knowledge and point of view, in addition to their technical training. Salaries range from $60 to $100 a month. Nurses and physicians are employed in dispensaries and milk stations both as administrative officers and as assistants. In these centers nurses also find positions as social service visitors.

3. *National, state and local associations* have been organized to promote public health from the angle of *prevention.* A variety of types of positions is to be found in these organizations. The executive secretaries, who are usually men, receive salaries ranging from $2000 to $4000 a year and sometimes much more. Organizers and field workers, financial and publicity secretaries, nurses and physicians hold positions of importance, the best salaries being paid always to those who are responsible for promoting these programs for the protection of the public health.

4. *Boards of health and some private philanthropic agencies* employ *food inspectors* who must be equipped with a knowledge of chemistry, bacteriology, domestic science, physics, and the principles of public hygiene and sanitation in their relation to food supply. A few women have become experts in this field and are employed as consultants whenever special problems relating to the transportation, storage and distribution of food are under consideration. A beginner must usually start in a testing laboratory. It is difficult to secure practical training in inspecting but such opportunities are occasionally offered to volunteers.

Visiting housekeepers are employed by some of the large relief agencies, by visiting nurses' associations and by some settlements and institutions. Salaries for trained workers without experience seldom exceed $75 a month. The maximum is usually $100.

Industrial Work

Personal Service Work. The number of positions in personal service work has been greatly increased since the introduction of greater numbers of women into industry. Many of the large factories and department stores, and some of the smaller ones, have organized departments or are employing individual workers to look after the physical, moral, and recreational welfare of the employees. In many cases the women who are doing this work are trained nurses with experience in visiting or district work, and are employed on a full time basis at salaries varying from $900 to $1800 a year. Some are physicians, on whole or part time, with salaries considerably higher, to whom are referred cases of accident and disease, and by whom a program for preventive health work is planned and carried out. The majority, perhaps, are service or welfare secretaries. They are responsible for a variety of activities devised and carried on according to the special needs of the factory with which they are affiliated. The activities may include organizing clubs, outings and other recreational activities for employees, conducting libraries and lunch rooms, and supervising rest rooms; handling vacation, savings and loan funds, organizing mutual aid and employees insurance societies, and carrying on Americanization programs. They are sometimes asked to secure legal service, and in nearly all cases they are responsible for the follow-up work both in the shop and in the home.

Some of the large firms provide community or recreation centers which are usually under the supervision of the personal service worker. In all cases she is expected to establish close personal relations with the women employees and to help them with the solution of their individual problems.

The qualifications required for positions in this field include a broad, general education, an intelligent understanding of industrial problems, a genuinely democratic spirit, and a sympathetic attitude seasoned with common sense, a knowledge of recreational needs and opportunities; tact, good judgment, keen sense of justice, optimism, and unusual physical endurance. In selecting workers, employers place extraordinary emphasis on personality. In addition to these personal qualifications, training or experience in social work and a knowledge of first aid are usually required.

Educational Work. The educational director is a comparatively new figure in factory and department store personnel.

Specialized training in salesmanship and department store administration as well as selling experience is required of the candidate for this position.

In some progressive establishments the saleswomen gather for classroom instruction in textiles, manufacturing processes and the psychology of selling. Often the director supervises the actual selling and is responsible for the individual efficiency of the saleswomen. Research work for the purpose of discovering weak points in administration and service may also be conducted by the educational department.

The teaching of English to foreigners is an important duty of the educational director in a large industrial plant. Classes in personal hygiene and in

physical education, the systematic study of errors, and the analysis of duties pertaining to each position are also conducted by the educational worker.

For the well-trained woman with broad vision the opportunities are numerous. The salaries vary from $25 to $75 a week. Specialists in the field declare the possibilities for salary increase are unlimited.

Industrial Research. Opportunities in industrial investigation are increasing and positions in this field are in great demand, especially by young women who have become interested in economic and social problems during their college courses. Special commissions created either by legislative action or by private philanthropy, the departments of labor of the various states, and the Federal Department of Labor are all carrying forward the work of investigating industrial and economic conditions.

The training of investigators should include courses in economics and sociology, in legislation and statistics. They are expected to be able to secure and record detailed and accurate information and they should understand fully the whole subject with which they are dealing. Salaries range from $100 to $125 a month, sometimes higher. As is obvious from the nature of the work, investigating positions are frequently temporary in nature. Investigators are not usually expected to compile the results into reports since that feature of the work is usually done by experts.

Institutional Work. Institutions for the care of dependent, handicapped, and delinquent children, and for the care of adults, including institutions for the aged, for convalescents, for the sick and insane, all need women of extraordinary ability in the administrative positions. Skill in executive work and the personal qualifications required of educators and home-makers, the ability to plan budgets and use them wisely and intelligently, are among the qualifications required. Salaries range from $1200 to $4000 including maintenance, and in scope of work and responsibility these positions compare favorably with positions offered to women in educational institutions.

Cottage matrons, corridor officers, nurses, and in some cases placing out agents are employed at salaries varying according to the responsibility involved. Teachers of special subjects including handicrafts, manual training, physical education, are in demand. Salaries vary from $600 to $1200 with maintenance.

Organized Charity. Societies for organizing charity are to be found in practically all except the very small communities throughout the country. They exist to correlate the social activities of the community, and to promote the general welfare of the poor by social reforms and by giving adequate relief to needy families. The schools for social workers in various parts of the country are especially well equipped to give training to young women who wish to enter this specialized form of social work. The course varies from one to two years. College women without training are often accepted by some of the well organized societies where they receive special training in methods of case work. The initial salaries are small, ranging from $50 to $70 or $75 a month.

In the larger cities, women who have been successful in case work are sometimes eligible for positions as district secretaries. These positions are nearly always filled by promotion from the ranks of visitors or case workers. The district secretary has responsibility for the care of the needy families in her special section, also for the development of cooperation between the

various social agencies in the district. Salaries range from $900 to $1500 a year. The district secretary has a special opportunity to study the factors which go to make up the poverty problem, and in this way secures a broad background for any type of social work. Successful workers are therefore in constant demand both for related lines of social work and for general secretaryships in smaller communities. Experience in organized charity is a valuable asset in most types of social work and it is actually required as a part of the necessary background in several.

The general secretary of a society is not only responsible for the work with dependent families in the community but has an important part in developing activities for the improvement of social conditions, such as housing, anti-tuberculosis campaigns, etc. In the smaller cities and towns the charity organization societies are frequently the only forms of organized social work and the general secretary has the opportunity to develop all the social welfare plans and programs for the community. Salaries for general secretaries in the smaller cities and towns range from $1200 to $2000 a year. In the large cities the administrative officers are usually men and the salaries are considerably higher.

The great number of workers employed during the past two years by the Home Service Section of the American Red Cross has counted in its ranks many women who have had their training in charity organization societies. The work of the Home Service Section is similar, in many respects, to the work of a charity organization society, limiting its activities to work for the families of men in the Army and Navy.

Recreational Work. The development of the movement toward more careful supervision of public recreation has stimulated the demand for trained workers in this type of social work. Special recreational commissions, private playground associations, school boards, city park commissions, civic clubs, chambers of commerce, and factories have assisted in the development of organized play through recreation centers, playgrounds and athletic fields, schools, settlements, etc. The positions connected with city departments are usually subject to civil service requirements.

Workers usually begin as playground assistants or play leaders and, as such, they organize and lead the games and athletic activities. They are usually women with definite training in recreational work. Salaries are from $50 a month to $1200 a year. Specialists in such branches as folk dancing, physical training, handicrafts and dramatics, as well as librarians, musicians, and kindergartners have a place in the recreational program and are usually paid by the hour or by the term. A play leader with experience may become a director having charge of an individual center. Knowledge of first aid, skill in handicrafts and an understanding of the theory of play are valuable assets. Salaries run as high as $1800 a year.

Several women are holding positions as district supervisors having entire charge of the recreational work in certain sections of larger communities or in an entire community of smaller size. Some are supervisors of recreation for entire city school systems. They receive salaries as high as $2500 a year. The advanced positions in this field require a knowledge of the accepted methods of playground construction, equipment and administration, and broad training in and comprehension of social problems. An understanding of child psychology is valuable.

Recreation secretaries having charge of the year-round recreational activities of entire communities are usually men who are paid up to $5000 a year for such work. Only a few women have so far qualified for these positions.

Settlement Work. Social centers and settlements have been established in certain districts and neighborhoods to assist in improving the physical and moral conditions, to train the boys and girls in useful citizenship, to furnish places for wholesome recreation, and to connect the neighborhood and its interests with the larger community of which it is a part. The variety of activities,—educational, civic and social,—which are carried on in the majority of settlements, are in the hands of resident workers and of workers who come into the settlement for special classes, clubs, lectures, etc. The headworker is the general director of the neighborhood activities and she endeavors to establish a close and helpful relationship between the settlement and the neighborhood, and between the neighborhood and the community efforts for social progress. Salaries for women range from $1200 to $2500 a year, generally without living.

The assistant headworker carries the responsibility for the details of the settlement program, cooperates with various organizations in behalf of individual cases, and in the smaller settlements combines with these duties the position of housekeeper. Salaries run up to $1200.

A director of work for girls is employed in most of the large settlements to supervise club work in that special department, to direct the work of the volunteer club leaders, and in many cases to visit the settlement neighbors in their homes. The salary range is from $800 to $1200.

Some workers give part time in exchange for the privilege of residence in the settlement. Certain settlements also provide fellowships of from $300 to $600 for a year's training in settlement work. In these cases the academic work required is usually done in the local school of philanthropy.

Teachers of special subjects such as domestic science, domestic art and the handicrafts, are engaged by the term at special rates.

The beginner usually starts as an assistant in a settlement and secures her experience through close contact with all the varied settlement and community activities. She is not qualified for a headworker's position until she has had thorough foundation training and until she has geen able to prove her executive ability. Broad general training, initiative, sympathy with neighborhood work and with all classes of people, resourcefulness and a knowledge of social problems sum up the requirements, although every human asset may find expression in settlement work.

Surveys and Exhibits. Surveys and exhibits are now accepted as a very important part in the development of social and civic programs. They are designed to discover and show in minutest detail actual existing conditions in a given community, with a view to suggesting to the community itself the nature and extent of the reform needed. Surveys include studies of public health and sanitation, housing, education and municipal administration, delinquency and dependency, recreation, industry and labor, and other problems and phases of community life. Special and limited neighborhood surveys are sometimes undertaken to discover local social or economic conditions.

Directors of surveys are usually men, although a few women are qualified for important executive positions and render valuable help during such campaigns. Salaries are higher than in many other types of social work but the engagements are temporary, terminating with the completion of the special campaign.

Investigators collect and record the data and usually assist in the final report of findings. They are paid from $1000 to $1500 a year. Statisticians are employed to plan the methods of recording data and of their graphic presentation. Salaries in some instances run as high as $2500 a year. Thorough knowledge of social problems, training in statistics, some originality and skill in the use of chart, diagram, photograph, moving picture and pageant, are all important qualifications.

Other positions in the general field of social work are to be found in smaller numbers. They include occasional openings for visiting teachers in the public schools, for vocational and employment workers in Government and private employment bureaus, for vocational counsellors in schools and settlements, for organizers and secretaries of working girls' clubs, for camp counsellors, and for social workers with a knowledge of immigrant languages. Requirements and salaries vary according to the responsibility involved and the demand is irregular.

STATISTICAL WORK

With Social Organizations. Practically every type of social, economic and legislative agency requires statisticians, either as permanent members of the staff or occasionally in connection with the promotion of special social programs. These positions usually require definite training or previous experience in statistical compilation and analysis, in the graphic presentation of statistical data and, sometimes also, in the writing of reports. Training in statistical method is nearly always an important part of the equipment of a trained investigator.

The minimum salary for a statistician in this field is about $1200; $1800 is the usual maximum, although still higher salaries are sometimes paid, especially by commissions and organizations requiring the services of experts for a limited period of time. Statistical clerks or assistants to statisticians receive $700 to $900.

In Government Departments. Nearly all departments of the Federal Government schedule examinations from time to time for statisticians and statistical clerks. The clerks are expected to tabulate statistical data and perform the usual statistical computations. They receive from $900 to $1400 a year. The statisticians organize and classify the material and are usually responsible for the deductions and their interpretation. During the war statisticians had charge of important pieces of work under the Food Administration, the War Trade Board, the Shipping Board, etc.

In Business. In addition to the positions for statisticians with social organizations and government departments, there is an increasing demand for women with a knowledge of statistical method in other lines of activity

Public utilities corporations, insurance companies, advertising agencies, factories producing paper, rubber, cotton goods, etc., and mercantile establishments are all employing women who are or rapidly become experts in the gathering, presentation and interpretation of statistical data in specialized fields and industries. A knowledge of drafting, the making of charts and graphs, is often required. Salaries, $1200 to $1800.

There is a constantly increasing demand for financial statisticians and there seems to be no limit to the possibilities for the advancement of women who make good in this work in banking institutions. In an investment and securities house the work is chiefly tabulating, computing and projecting—graphs are rarely used except when it is necessary to publish the results for the benefit of the layman. A salary of $3000 is not unheard of for this work; $1800 is probably the average. The financial statistician must have a mathematical background, not necessarily higher mathematics, but a strong liking for figures, an analytical mind and absolute accuracy. A knowledge of statistical method is essential for the better positions. A young woman may, however, secure a position as clerk in a statistical department and receive her training there for more advanced work. In that case, her beginning salary will be no higher than that of a clerk in any other department—$12 to $15 a week.

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